

THIS IS NOT A REQUEST FOR PROPOSAL

Request For Information
Database and Website Development
Iowa Board of Medical Examiners
Iowa Board of Dental Examiners
Iowa Board of Nursing

Posted June 7-28, 2007

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SECTION 1. **BACKGROUND AND OBJECTIVES**

1.1 **Background Information for the Project.**

The Iowa Board of Medical Examiners, Board of Dental Examiners and the Board of Nursing, hereafter known as Boards, currently have databases written in PowerBuilder but with varying features, e.g., two of the three boards have on-line renewals. The Boards would like to convert to a web-based system with expanded features applicable to each Board. The Boards are uncertain about the potential costs of the system they are seeking and may be satisfied with key components that could be expanded later as more funding is available.

1.2 **Information Sought.**

The Boards are seeking **information** from vendors who are interested in providing database and website development applicable to each Board that would provide licensure, compliance, financial and administrative functions, including on-line licensure applications.

This process is to provide the background information for the preparation of a Request for Proposals (RFP). The purpose of this Request For Information (RFI) is to allow all interested vendors to present systems that are currently available and preview systems that are under development to assist the Department in preparation of a Request For Bids (RFB) or Request For Proposals (RFP).

1.3 **Request for Information Procedure**

This request requires any vendor wishing to submit **information** to respond to this Request for Information (RFI) by 3:00 p.m., Central Time, on June 28, 2007. In addition, vendors may demonstrate their technology during the period June 8-July 13, 2007. Requests to schedule presentations are also due by 3:00 p.m., Central Time, on June 28, 2007.

1.4 **Relevant Dates**

<i>Event</i>	<i>Dates</i>
Issue RFI	June 7, 2007
RFI Responses Due	June 28, 2007
RFI Demonstrations	June 8-July 13, 2007
Begin RFP Preparation	July 16, 2007
Issue RFP (Tentative date)	August 10, 2007
RFP Decision - Award Contract (Tentative date)	September 14, 2007
Vendor Begins Implementation (Tentative date)	November 1, 2007
Conversion Completed - Existing Contract Expires (Tentative date)	November 1, 2008

1.5 Submission of Response

The vendor's response may be hand-delivered, faxed, e-mailed, mailed to the Boards or presented in the form of a demonstration. Responses will not be accepted over the telephone. All responses or requests to schedule a demonstration must be received at the Boards by 3:00 p.m., Central Time, on June 28, 2007. Only one vendor demonstration will be scheduled each day. Demonstration day preferences will be scheduled in the order received. We prefer that presentations start at 10:00 a.m., but we will be flexible in scheduling the time of each presentation. Demonstrations will be at the main offices of the Boards at 400 S.W. 8th St, Suite C, Des Moines, IA.

1.6 Contact Information

The contact at the Board of Medicine for scheduling, technical questions, inquiries and comments will be:

Name of Contact	Amy Van Maaanen	e-mail	Amy.vanmaanen@io.wa.gov
Address	400 SW 8 th St, Ste C		
Address		FAX	(515) 242-5908
City State Zip	Des Moines IA 50309-4686		

1.7 Review and Rejection of RFI Responses

1.7.1 The Boards reserve the right to reject any and all responses, in whole and in part, received in response to this RFI at any time. Issuance of the RFI in no way constitutes a commitment by the Boards to award any contract. This RFI is designed to provide Vendors with the information necessary for the preparation of informative response proposals and demonstrations of product. This RFI process is for the Boards' benefit and is intended to provide the Boards with competitive information to assist in the selection of goods and services. The RFI is not intended to be comprehensive and each Vendor is responsible for determining all factors necessary for submission of a comprehensive response and a complete product capability demonstration. The RFI response and demonstration will not be subject to an RFP type evaluation but only to a review of suggested product performance, cost (*cost may be estimated by Vendor, if an estimate Vendor shall state that it is an estimated or approximate cost*), of processes offered and of abilities to perform services that may be of use to the Boards.

1.7.2 An RFI response may be rejected outright and not reviewed for any one (1) of the following reasons, therefore Vendors are asked to make every effort to meet the RFI timelines and to include the requested information:

1.7.2.1 Failure of Vendor to deliver the response by the due date and time.

1.7.2.2 Failure to include information requested in the RFI.

1.7.2.3 Failure to offer demonstrations.

1.8 **Public Records and Requests for Confidentiality**

1.8.1 The release of information by the Boards to the public is subject to Iowa Code Chapter 22 and other applicable provisions of law relating to the release of records in the possession of a State agency. Vendors are encouraged to familiarize themselves with these provisions prior to submitting a bid proposal. All information submitted by a Vendor may be treated as public information by the Boards unless the Vendor properly requests that information be treated as confidential at the time of submitting the proposal.

1.8.2 Any requests for confidential treatment of information must be included in a cover letter with the Vendor's bid proposal and must enumerate the specific grounds in Iowa Code Chapter 22 or other legal reasons which support treatment of the material as confidential and must indicate why disclosure is not in the best interests of the public. The request must also include the name, address and telephone number of the person authorized by the Vendor to respond to any inquiries by the Boards concerning the confidential status of the materials.

1.8.3 Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears. All copies of the proposal submitted, as well as the original proposal, must be marked in this manner.

1.8.4 In addition to marking the material as confidential material where it appears, the Vendor must submit one copy of the bid proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the document as possible. These pages must be submitted with the cover letter and will be made available for public inspection.

1.8.5 The Vendor's failure to request in the bid proposal confidential treatment of material pursuant to this Section and the relevant laws and administrative rules will be deemed by the Boards as a waiver of any right to confidentiality which the Vendor may have had.

1.9 Copyrights

By submitting a response the vendor agrees that the Boards may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The vendor represents that such copying will not violate any copyrights in the materials submitted.

1.10 Restrictions on Gifts and Activities

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Vendors are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code chapter 722.1 provides that it is a felony offense to bribe a public official.

1.11 Content of the RFI

1.11.1 This RFI is designed to provide vendors with the information necessary for the preparation of an appropriate response. It is not intended to be comprehensive, and each vendor is responsible for determining all factors necessary for submission of a comprehensive response.

1.11.2 The Boards reserve the right to modify this RFI at any time.

1.11.3 Responses should be based on the material contained in this RFI or any other relevant information the vendor thinks is appropriate.

1.11.4 By submitting a response each vendor agrees that it will not bring any claim or have any cause of action against the Boards, the Department of Public Health, or the State of Iowa, or any employee of the Boards, Department of Public Health, or the State, based on any misunderstanding concerning the information provided or concerning the Boards' failure, negligent or otherwise, to provide the vendor with pertinent information as intended by this RFI.

1.12 Cost to Vendors

The Boards are not responsible for any costs incurred by a vendor, which are related to the preparation or delivery of the response, any on-site inspection that may be required, or any other activities related to this RFI.

1.13 Responses Property of the Department

All printed information used to demonstrate a vendor's product becomes the property of the Boards. The Boards will have the right to use ideas or adaptations of ideas that are presented in the responses.

1.14 Sources of Information Used by the Department in Addition to the Responses

The Boards reserves the right to contact vendors after the submission of responses for the purpose of clarification and to ensure mutual understanding.

1.15 No Obligation to Issue Request for Proposal (RFP)

The issuance of this RFI does not obligate the Boards in any way to issue and RFP for the goods and services described in this RFI.

1.16 Vendor Responses Identifying Information

1.16.1 State the name and principal place of business of the vendor.

1.16.2 Identify the vendor's type of business entity such as a corporation or partnership.

1.16.3 State the vendor's place of incorporation, if applicable. At the respondent's discretion, provide an organization chart for the vendor. Include any parent, subsidiary and affiliate companies you feel may be relevant to this presentation.

1.16.4 State the name, address, email address, telephone number and FAX number of the vendor representative to contact regarding all technical matters concerning this RFI.

1.17 Vendor References

Lists all jurisdictions for which the vendor has done or is doing database and website development for one or more state licensing boards and indicate the dates on which each contract began and ended. Please include any applicable references.

Section 2 GENERAL REQUIREMENTS

Database and website development for each Board would generally cover licensure, compliance, financial and administrative functions.

We are looking for a database to replace the current ones that are written in PowerBuilder. The replacement database should be Board-specific, include licensee information; allow web-based data entry from applications, logging of changes, keeping notes or warnings, file export, and access by authorized users to various sections of the data.

The licensure component should include web-based licensure applications that populate the database for new licenses and license renewal, calculate fees and interact with the financial component to keep track of fee collection via cash or credit card. Multiple license types, dentist vs. dental hygienist, are required. The database should be able to track application status as the applications go through the approval processes. The system should be able to generate letters, reminders, reports, labels, and allow for batch printing of licenses. The system should be user-friendly enough to allow managers to make relatively minor changes in the system, e.g., fees, director's name on licenses. Electronic applications should be stored in a way that scanned documents, i.e., forms submitted for licensure, can be included with them. The system should provide report generation, allow for random audits, and generation of license numbers.

The compliance component should track the complaint, investigation and hearing processes. It also should allow tracking through the various stages of Board action. Licensee discipline histories are critical. Staff should be able to track licensees through various monitoring requirements under discipline or under a separate program, e.g., an impaired physician program. Monitoring reports and payments should be able to be submitted on-line with payments interacting with the financial system. The system should be able to generate routine letters, standard reports, customized reports, and documents, e.g., subpoenas.

Administration functions include the production of routine and customized reports and financial reporting.

The Boards' websites should provide interactive licensure applications and other services that calculate fees and interact with the financial component to keep track of fees collected. The website should allow the addition of links and other staff generated information, including articles, pdf files, etc.

Section 3 OTHER FEATURES

Please describe how your equipment, service or product would satisfy our request. Are there any innovative solutions that might be available in the market place to solve the problems presented in the RFI? We are interested in new and innovative methods of providing service to our customers. Please feel free to include both existing functionality and systems under development. Is there any other feature, service or option you believe the Boards should be aware of in preparation of an RFP? If so, please describe the feature, service product or option and explain how it would improve the program served as identified in this RFI.